



Reimbursement of Monthly Service Fees for High-Speed Internet Connections

Purpose

This Instruction sets forth procedures for the reimbursement of high-speed internet connections for Management Personnel performing official business when their residence is their Official Duty Station.

Policy

Employees are responsible for obtaining the high-speed internet connection service and paying for the installation and the monthly service fee. Reimbursement will be made to the employee for the monthly service fee after the expense has been incurred. Eligible employees will be reimbursed for fifty percent of the monthly service fee. Installation fees are not reimbursable.

The Meat Grading and Certification (MGC) Branch Chief will determine the necessity for high-speed internet connection service on a case-by-case basis. Employees must obtain a written statement from the MGC Branch Chief authorizing reimbursement for a high-speed internet connection for the fiscal year before seeking compensation.

This policy complies with [Livestock and Seed Program Instruction 3300-1, Authorizing High-Speed Internet Connection](#), and with [Agricultural Marketing Service Directive 3130.10, Connecting Field Offices to the AMS Network](#).

Reimbursement Procedures

Employees may submit a reimbursement request twice each year for the previous six month's expenses. Reimbursement requests must be submitted to the MGC Branch Office by April 30 (for October through March) and by October 31 (for April through September).

Employees seeking reimbursement must submit a High-Speed Internet Connection Reimbursement form, copies of the monthly billing statements, and a copy of the written authorization from the MGC Branch Chief to substantiate the need for a high-speed internet connection for that fiscal year.

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High-Speed Internet Connection Reimbursement

Employee Name _____

Date _____ Fiscal Year _____

For Months October - March April - September

Month	Monthly Service Fee	Allowable Claim
October		\$0.00
November		\$0.00
December		\$0.00
January		\$0.00
February		\$0.00
March		\$0.00
April		\$0.00
May		\$0.00
June		\$0.00
July		\$0.00
August		\$0.00
September		\$0.00
Total Reimbursement		\$0.00

Approved by:

Signature

Name